

Title: Lead Public Involvement Specialist	Effective Date: June 19, 2021	Grade: XVI	Job Category: Professional
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CHARACTERISTICS OF WORK

Under the supervision of the Section Head, this position is responsible for performing lead and coordination functions in the overall operations of the Public Involvement Section of the Environmental Division. This position will also schedule and assist in public meetings, conduct studies and prepare documentation to identify and evaluate potential impacts of the Department’s proposed highway construction on the human environment within communities for the National Environmental Policy Act (NEPA) compliance. This position will also monitor compliances with local, state, and federal regulations during the NEPA phase of the project development.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Schedule, arrange, and publicize virtual and in-person meetings, make public meeting presentations, and assist in the intra-departmental and public information meetings to present and interpret environmental information and project plans.
- Conduct site investigations, data collection, and plan reviews to determine project impacts.
- Conduct door-to-door community outreach and analysis of community impacts (i.e. economic, cultural, social, etc.)
- Assist with identifying and maintaining databases.
- Recommend media outreach outlets, including churches and other affiliates, based on the demographic make-up of the community.
- Complete routine records reports.
- Review and facilitate environmental project development through socioeconomic evaluations, data collection, and intra-departmental and agency collaboration.
- Assist in the development of constraints memos and environmental documents.
- Review the work of staff, consultants, and local public agencies, and provide guidance to ensure NEPA compliance and accuracy.
- Develop and coordinate information with media.
- Act as a spokesperson/representative for the Department at public involvement meetings/outreach events in the absence of Public Information staff.
- Monitor, interpret, and apply regulation changes to assure compliance with federal and state regulations and guidelines as they pertain to the NEPA public involvement process.
- Coordinate with other Divisions and local government officials regarding public outreach.
- Function as the Section Head in his/her absence; oversee and direct the work of the section and provide technical assistance, support and training.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor’s degree from an accredited college or university in an environmental, physical, biological, or natural science; environmental engineering; planning; natural resources; or related field, plus experience in working with the NEPA process. Experience performing community impact assessments, engaging with traditionally underserved populations and knowledge of NEPA related regulations.

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Knowledge, skills and abilities

Demonstrated ability to effectively manage, coordinate, and write NEPA documents for complex projects at the Environmental Assessment or Environmental Impact Statement level. Demonstrated knowledge of state and federal laws, rules, and regulations pertaining to the public involvement in the NEPA decision-making process. Demonstrated ability to build rapport and interact effectively with individuals of various social, ethnic, and cultural backgrounds. Ability to communicate comfortably and effectively with elected officials, civic leaders, and the media. Strong organizational skills, ability to manage diverse project assignments, attention to detail, and demonstrated proficient oral and written communications skills. Effective leadership and reasoning ability. Demonstrated ability to read, analyze and interpret technical procedures and governmental regulations. Ability to read and interpret highway design plans. Demonstrated ability to interpret and apply Department policies and procedures. Advanced knowledge of the Americans with Disabilities Act (ADA), Executive Orders 12898 and 13166 and Title VI of the Civil Rights Act of 1964. Working knowledge of Microsoft Word, Outlook, Excel, Access, and PowerPoint.

Working conditions:

Availability for constant statewide travel, including overnight travel as necessary.

Licenses, registrations and certifications:

Valid driver's license.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.